

- 8 JAN 1980

DD/A REGISTRY

FILE: Personnel

MEMORANDUM FOR: Director of Communications
Director of Data Processing
Director of Finance
Director of Logistics
Director of Medical Services
Director of Security
Director of Training
Chief, Information Services Staff

FROM : Don I. Wortman
Deputy Director for Administration

SUBJECT : Conversion of GS-16 Positions to
SIS I and SIS II

REFERENCE : Memo to Multiple Addressees from DDCI,
dtd 4 Jan 1980, same subj (DDA 79-3895)

1. As indicated in reference, all former supergrade positions must now be converted to the appropriate SIS level. There is a direct relationship for GS-17, GS-18, and EP positions; however, GS-16 and SPS 1-4 positions must be broken down into SIS I or II. Accordingly, you are requested to evaluate all GS-16 and SPS 1-4 positions for either the SIS I or SIS II level. I would also like a ranking of positions within each of the two groups. Attached is a current listing of all authorized GS-16 and appropriate SPS positions to be included. New or reorganized positions at these levels should be submitted separately and will be subject to a classification review by PMCD.

2. Paragraph 4 of reference outlines the considerations which should be used to evaluate these positions. Of particular importance, you must remember that it is the positions being ranked and not the incumbents. The distribution of your position rankings should reflect a base level of at least 60 percent SIS I.

25X1

WARNING NOTICE
INTELLIGENCE SOURCES
AND METHODS INVOLVED

SECRET

SECRET

Approved For Release 2004/05/12 : CIA-RDP83-00156R000600030022-5

3. It is requested that your rankings be completed and forwarded to the DDA/CMO by noon 14 January 1980.




25X1

Don I. Wortman

Attachments:
Position Listing
Reference

Distribution:

Orig - D/OC
① - DDA Subj
1 - DDA Chrono
1 - DIW Chrono
1 - DDA/CMO Chrono
1 - DDA/CMO Subj
DDA/CMO:  jsn(8 Jan 1980)

25X1

Approved For Release 2004/05/12 : CIA-RDP83-00156R000600030022-5

SECRET